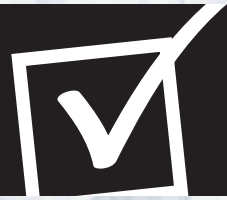


RESPONSIBLE TOBACCO RETAILER CHECKLIST



AS A TOBACCO RETAILER, I UNDERSTAND IT IS MY RESPONSIBILITY TO TRAIN MY EMPLOYEES ON ALL TOBACCO SALES LAWS AND HOW TO REFUSE A TOBACCO SALE.

I will train my employees:

- ☒ That it is illegal to sell ANY tobacco product to anyone under 18, including e-cigarettes.
- ☒ To ask for ID of everyone under 27.
- ☒ To refuse to sell tobacco to everyone under 18.
- ☒ To only accept government issued photo IDs with a birthdate.
- ☒ How to check an ID. Make sure the expiration date and birthdate are valid.
- ☒ How to spot a fake ID.
- ☒ How to calculate a customer's age. Add 20...Subtract 2.
- ☒ How to refuse a tobacco sale and what to say.

Additionally, I will:

- ☒ Keep the Maryland Tobacco Retailer Quick Reference Guide at the counter where employees can access it quickly.
- ☒ Review the Maryland Tobacco Retailer Guide with employees.
- ☒ Encourage employees to visit www.NoTobaccoSalesToMinors.com and take an online training.
- ☒ Sign the *Pledge to Protect Kids*, urge employees to sign, and post signed pledges.
- ☒ Post the provided materials to alert customers that our store checks IDs of everyone under 27 and does not sell tobacco to kids.
 - Place the window cling on the front window of the store.
 - Hang the stickers by the checkout counter.

